

BOARD OF FINANCE
REGULAR MEETING
April 19, 2016 7:00 pm
Town Hall
MINUTES

Members Present: Chairman David Scata, Diane Malozzi, Elizabeth Charron, Meghan Bruce, Philip Johnson, Vin Shea (Alternate), Michael Ninteau (Alternate), Stephen Salisbury (Alternate)

Members Absent: Kevin Cwikla

Also Present: First Selectmen Betsy Petrie, Finance Director Veronica Calvert, Recording Secretary Laurie Bergeron

A. Call to order – D. Scata called the meeting to order at 7:00 pm. Steven Salisbury to sit for Kevin Cwikla.

B. Correspondence

1. BOE Expenditure Report – Bob Agneli submitted the most up to date report to the Board
2. CCM – Governor’s Revised FY 17 State Budget Impact, dated April 13, 2016.
3. Letter received from Linda Finelli dated 4/12/16 – D. Scata read aloud Linda’s letter asking that the BOF reduce the final budget proposal to a zero increase

C. Minutes

March 15, 2016, Regular Meeting

L. Charron MOVED to approve the March 15, 2016 meeting minutes as presented.
M. Bruce SECONDED. Motion passed

March 22, 2016, Special Meeting

L. Charron MOVED to approve the March 22, 2016 meeting minutes as presented.
M. Bruce SECONDED. *L. Charron asked for one change to minutes change motion on page 4 to “3 in favor L. Charron, K. Cwikla, P. Johnson – 3 opposed D. Scata, D. Malozzi, M. Bruce” P. Johnson noted incorrect spelling of first name.* Motion passed

March 29, 2016, Special Meeting

P. Johnson MOVED to approve the March 29, 2016 meeting minutes as presented.
M. Bruce SECONDED. Motion passed.

April 11, 2016, Public Hearing

P. Johnson MOVED to approve the April 11, 2016 meeting minutes as presented. D. Malozzi SECONDED. Motion passed with M. Bruce abstaining

April 12, 2016, Special Meeting

M. Bruce MOVED to approve the April 12, 2016 meeting minutes as presented. L. Charron SECONDED. *M. Ninteau asked for one change in minutes – his statement*

should state that he asked to eliminate 2 positions and keep one from BOE proposed budget. Motion passed with M. Bruce abstaining.

D. Public Comments

None

E. Financial Report: Town Monthly Reports for Fiscal Year 2015-2016 Expenditures, Revenues, TIP/SIP, Contingency Balance and Fund Balance

Veronica 3/31 added two columns to report – surplus and deficit – Veronica went over the report and explained various anticipated deficits and surpluses on the report. L. Charron stated that we started with a contingency of 180,000. We authorized 40,000 for public works. We have an additional \$50,000 surplus due to dispatch. D. Scata as we look at surplus to offset costs – we need to make decisions as to what our plans are going to be. M. Bruce commented if we didn't have money earmarked for dispatch we would be even. Veronica reported that we are a little bit higher in our collection of revenues than we were last year.

TIP: L. Charron inquired as to Animal Control expenses – there is a fund for animal control – normally when there is a fund why wouldn't you take the expenses out of the fund instead of TIP – Veronica stated that according to previous building officials, when there were repairs to the building it is to be charged to TIP; other charges go thru the fund. Discussion was held on the topic with no formal motions made to change accounting for the charges. There was further discussion on legal fees associated with the legal fees associated with the senior housing project and if the fees should come from TIP or from Account 400 Legal. L. Charron MOVED to authorize an additional expenditure of \$4,500 in legal for senior housing project account 400. Funds are to come from contingency. M. Bruce SECONDED. Motion passed

SIP – L. Charron commented that she assumes with SIP a lot of projects will get done over the summer. Technology – B. Agneli just approved 60,000 to repair and replace smart boards in all 3 schools. They are also ordering approximately 150 chromebooks for the district. D. Scata noted that there is \$197,436 combined in the three accounts D. Scata asked if there is any anticipation of any carryover of this account. L. Charron noted that the thought process behind this was that a lot of work would need to be done over the summer – They get 150,000 in July. The whole reason this was set up to carryover from year to year was due to the fact that projects were long lasting from year to year.

F. New Business

1. **Discuss and act upon proposals received for the FY 2016-2017 audit services** – L. Charron asked D. Scata if he had called references – he did not. Discussion was held between the Board members on their thoughts and considerations of the two RFP responses and determination on which auditor to engage for audit services. L. Charron MOVED to award audit services for the next two fiscal years to Steven Hopkins. D. Scata SECONDED. D. Scata, L. Charron, P. Johnson, D. Malozzi, S. Salisbury in favor. M. Bruce opposed – Motion passed

2. **Discuss and act upon BOS request for funding for DPW repairs** - Betsy Petrie reported that they have some significant repairs with regards to the DPW equipment – they can fund these expenses (approx. \$25,000) – will create a deficit in this line but in total it will be absorbed in the 430 account. Discussion continued around the funding of capital items and how to best manage the longevity of the equipment. Jay Tuttle reported that some of the equipment DPW is looking for this year will slow the process of fixing existing and relieving some of the existing equipment

Changing topics, Betsy Petrie brought forward concerns around the Account 400 Legal costs. She asked the BOF to consider moving the Gardner tax sale from legal to the tax collector as the costs were associated to a tax sale. P. Johnson MOVED to move monies from legal 400 to tax collector 407 in the amount of \$5,000. L. Charron SECONDED. Motion passed. Betsy Petrie reported that legal budget was created for \$25,500. There have been a variety of legal matters this year. L. Charron asked if they thought there would be more of a deficit – Betsy will know more in 30 days whether or not we will have a deficit, just wants to give the board a heads up.

3. **Discuss and act on finalized 2016-2017 budget proposal** - D. Scata does not feel the \$177,127 anticipated cut is going to change much. The Board then engaged in discussions around how to address the revenue shortfall of the State and ensure a fiscally responsible budget for the Town and BOE. The Board discussed different possibilities to lower total budget proposal.

Final decision was as follows:

Library Project	Reduce by \$125,000
BOE Operating Request	Reduce by \$70,000
BOE Capital (SIP)	Reduce by \$50,000
Cruiser	Reduce by \$ 55,000
Contingency	Reduce by \$ 20,000
Auditor	Reduce by \$ 4,000
\$324,000 Reduction brings it to .2 mil rate increase	

Chairman D. Scata gave the BOE a chance to respond to possible cut. Concerns were posed by the BOE and Superintendent with the opportunity for the Board to provide comments. Discussion then turned to the possible surplus for FY16 for the BOE and how to address the BOE's concerns and opportunities to establish a capital fund.

G. Coutu commented that the BOS should have a chance to discuss items with the town side, as the police car was a capital request. Betsy Petrie commented that BOF could move monies from library project.

M. Bruce MOVED to move forward with proposed budget. L. Charron SECONDED. Board members voiced their comments and concerns about the proposed budget. D. Scata, M. Bruce, L. Charron, D. Malozzi in favor. S. Salisbury and P. Johnson against. Motion passed

4. **Discuss and act on requesting the Board of Selectmen to bring to the annual Town Meeting a proposed 2016-2017 budget** - M. Bruce MOVED to request the Board of Selectman bring to Annual Town Meeting a proposed FY 2016-2017 budget for the Town of Lebanon of \$25,326,444 to include General Town Government, Board of Education and Special Revenue accounts and capital expenditures with projected revenue of \$7,249,460 and an estimated mil rate of 28.9 as outlined in the document exhibit dated April 19, 2016, which will represent an increase of .9%. D. Malozzi SECONDED. Motion passed unanimously.

G. Other

H. Adjourn

D. Scata MOVED to adjourn at 8:41 PM. P. Johnson SECONDED the motion.
UNANIMOUSLY PASSED

Respectfully Submitted,
Laurie J. Bergeron

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.